

Website Deployment of Tool Assets

Number: 580-PR-051-01

Effective Date: December 19, 2005

Expiration Date: December 19, 2010

Approved By: (signature)

Name: Sally Godfrey

Title: Chair, GSFC EPG

Responsible Office: GSFC Engineering Process Group (EPG)	Asset Type: Procedure
Title: Website Deployment of Tool Assets	PAL Number: 3.5.4.2

Purpose	This procedure describes the steps to be taken when an approved tool asset is ready to be posted on the GSFC Software Process Improvement (SPI) website.
----------------	--

Scope	This procedure is applicable solely to tool assets that have been approved by the GSFC EPG, the ISD CCB, or an ISD Branch-level CCB.
--------------	--

Roles and Responsibilities	EPG Chair: <ul style="list-style-type: none">• Leads the GSFC Engineering Process Group (EPG)• Approves EPG-controlled process assets• Receives notification when ISD process assets are approved by the ISD CCB
-----------------------------------	---

Branch-level CCB Chair

- Leads a Branch-level CCB, such as the FSB CCB.
- Approves Branch-controlled process assets

Website Database Administrator (DBA):

- Creates and maintains the structure and content of the SPI Website database

Webmaster:

- Implements the design of the SPI Website
- Posts Website files on the development server and requests promotion of these files to the operational server

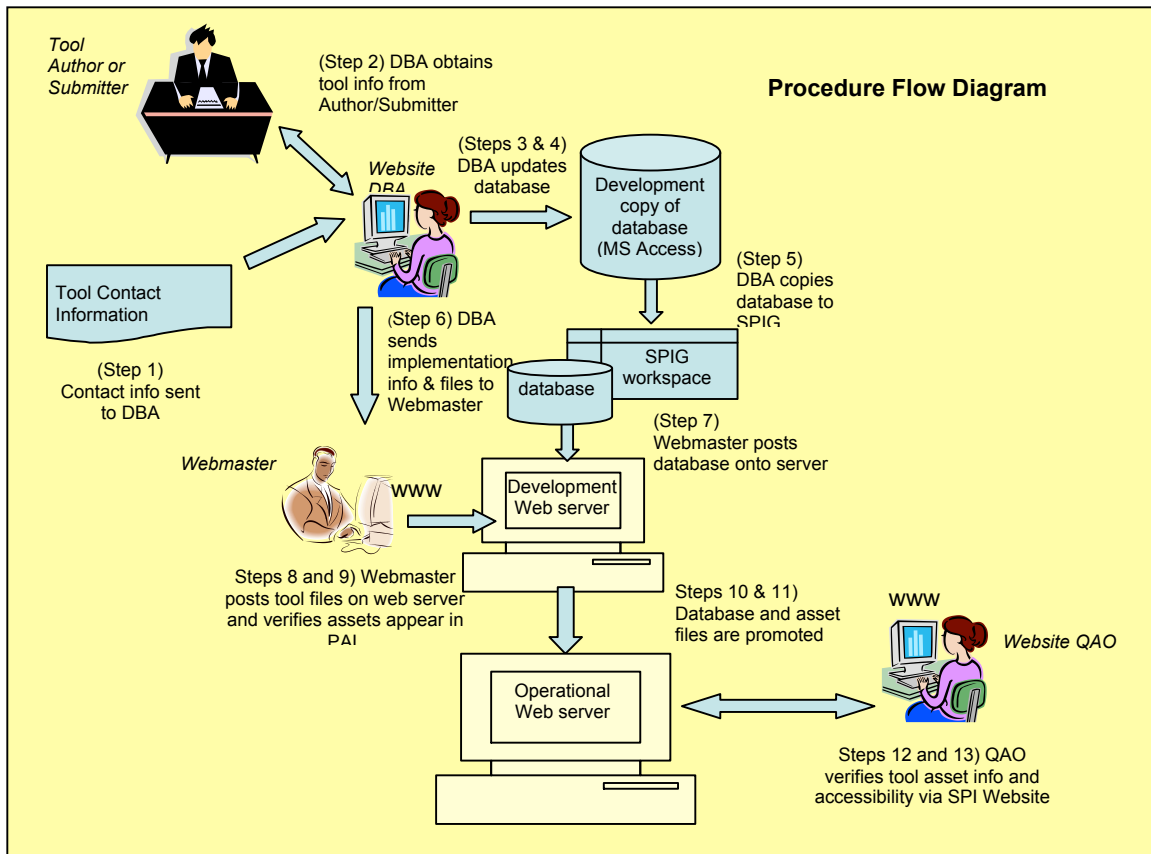
Website Quality Assurance Officer (QAO):

- Verifies any changes made to the implementation and/or content of the operational SPI Website
- Assists the Webmaster and DBA in correcting implementation problems

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in blue underlined contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.



Step-Action Table

The steps listed below are performed sequentially.

Step	Action	Role
1	When a tool has been approved for use (by the GSFC EPG, the ISD CCB or a Branch-level CCB), notify the Website DBA and provide the DBA with contact information for the author/submitter of the tool.	EPG Chair or Branch-level CCB Chair or their designees

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in blue underlined contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.

2	<p>Contact the tool's author/submitter and obtain the information and any files necessary for display of the tool on the website, i.e.,</p> <ol style="list-style-type: none"> 1) tool name and version; 2) a brief description of the tool 3) the name of a contact person for queries about the tool 4) a ZIP file containing the tool and its documentation OR a link to the tool's location on a website. <p><i>GUIDANCE: If the tool is located in a password-protected website (e.g., the FSB internal site), no file or link is needed; the contact alone will suffice.</i></p>	Website DBA
3	<p>Update the status, file availability, and detail information for the tool asset in the development copy of the database.</p>	Website DBA
4	<p>Compose a "News" item concerning the new tool and insert it into the development copy of the database, along with appropriate posting and expiration dates.</p> <p><i>GUIDANCE: News items are displayed on the SPI Website homepage.</i></p>	Website DBA
5	<p>Post the development copy of the database on the Goddard Software Process Improvement Group (SPIG) workgroup site.</p> <p><i>GUIDANCE: In this procedure, the SPIG is used only as a temporary repository to facilitate transfer of large database files.</i></p>	Website DBA
6	<p>Notify the Webmaster and Website QAO that the database has been posted. Provide implementation instructions and any tool files that are available.</p>	Website DBA
7	<p>Post the development copy of the database to the development Web server.</p> <p><i>GUIDANCE: There are two ISD Web servers currently in use: a development server and an operational server.</i></p>	Webmaster
8	<p>Post the zipped tool files to the development Web server.</p>	Webmaster

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in blue underlined contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.

9	On the development Web server, verify that the new tool asset is listed on the appropriate tool pages and that supporting information is correct.	Webmaster
10	Send out a request to have the database and tool asset files promoted from the development server to the operational server.	Webmaster
11	When the promotion request has been executed, notify the DBA and QAO that the tool asset has been posted.	Webmaster
12	Verify that the tool asset appears on the appropriate pages of the SPI Website, that tool information is complete, and that the tool files are readable.	Website QAO
13	Notify the person who submitted the request (in Step 1) and the EPG Chair that the tool has been posted and verified.	Website QAO

Measures

Recommended Measures:

GUIDANCE: These measures are recommended for collection by the SPI Project on a monthly basis.

- Number of new and updated tool assets posted to the operational server.

Required Measures: None

Training

Course Title	Description
GSFC Software Development Process Website Overview	This Software Engineering Discussion provides a quick, high-level overview of the GSFC Software Process Improvement website, followed by a demonstration of the website's capabilities.

GUIDANCE: Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>.

References

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD procedures
- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process and procedure descriptions

Change History

Version	Date	Description of Improvements
1.0	12/19/05	Initial approved version by the GSFC EPG

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in [blue underlined](#) contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.